

# CABINET AGENDA



**TUESDAY 13 FEBRUARY 2018 AT 7.30 PM  
CONFERENCE ROOM 2 - THE FORUM**

The Councillors listed below are requested to attend the above meeting, on the day and at the time and place stated, to consider the business set out in this agenda.

#### Membership

Councillor Williams (Leader)  
Councillor Griffiths (Deputy Leader)  
Councillor Elliot

Councillor Harden  
Councillor Marshall  
Councillor G Sutton

For further information, please contact [member.support@dacorum.gov.uk](mailto:member.support@dacorum.gov.uk) or 01442 228000 and ask for Member Support

## AGENDA

- 10. COMMITTEE TIMETABLE 2018/19 (Pages 2 - 5)**

# Agenda Item 10



<b>Report for:</b>	<b>Cabinet</b>
<b>Date of meeting:</b>	<b>13 February 2018</b>
<b>PART:</b>	<b>1</b>
If Part II, reason:	

Title of report:	<b>Committee Timetable 2018/19</b>
Contact:	Councillor Harden, Portfolio Holder for Residents and Corporate Services  Author/Responsible Officer: Jim Doyle, Group Manager (Democratic Services), ext. 2222  Katie Mogan, Member Support Officer ext. 2221
Purpose of report:	To seek approval of the Meeting Timetable for 2018/19
Recommendations:	That Cabinet recommends Council approve the Meeting Timetable for 2018/19 as set out in Annex A to this report.
Corporate objectives:	The various meetings of the Council, Cabinet and Committees support the achievement of the Council's Corporate Objectives.
Implications: 'Value For Money Implications:'	Approval of the Meeting Timetable enables Members and Officers to manage forward decision making planning.
Risk Implications	Not applicable.
Community Impact Assessment	Not applicable.
Health And Safety Implications	Not applicable.
Monitoring Officer/ S.151 Officer	<b>Monitoring Officer:</b>

Comments	No comments to add to the report.  <b>Deputy S.151 Officer:</b>  There are no direct financial implications arising from the content of this report.
Consultees:	The Leader of the Council and Corporate Management Team.
Background papers:	None
Glossary of acronyms and any other abbreviations used in this report:	None

## BACKGROUND

1. This report was deferred at the Cabinet meeting on 30<sup>th</sup> January for further consultation about moving the Development Management Committee back to a three weekly cycle. This has now been confirmed and so the timetable has been changed to reflect this.
2. Attached at Annex A is a draft timetable showing the proposed dates for the meetings of the full Council, the Cabinet, the Overview and Scrutiny Committees and the regulatory Committees for the municipal year 2018/19.
3. The timetable includes dates for the regular cycle of meetings for Council, the Cabinet, the Overview and Scrutiny Committees and the regulatory Committees such as: Development Management, Standards and Licensing.
4. Appeals have not been scheduled on the timetable. These used to be scheduled on a Monday but due to the small number of Appeals that happen throughout the year, these are arranged by Member Support when required and subject to officer and member availability.
5. The three main Overview and Scrutiny Committees have been scheduled seven meetings in the year. In addition, a number of "Call-in Contingency" dates have been set aside for call-ins arising from any of the Committees.
6. Monday evenings are mostly left free to enable those Members who are also Parish or Town Councillors to attend Town or Parish Council meetings which are traditionally held on Mondays.
7. School holidays are shaded and meetings are kept to a minimum during that time.
8. Considerations made when compiling the timetable include:
  - the Dacorum Community Safety Partnership (DCSP) has to meet when it does due to them considering end of financial year statistics, therefore should meet in May and October
  - the timetable starting point is organised around DMC and Full Council
  - needing to align O&S committees with the Quarterly Performance reporting schedule

- budget setting process
- Audit regime - Audit of Accounts
- date of Annual Council
- same day of the week for ease/consistency
- Member availability – e.g. SPAE and F&R Chairmen cannot do first Tuesday of the month
- dates of Elections
- dates of School Holidays

**Dacorum Borough Council – Meeting Timetable 2018/2019**

	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	MAY	
MON						1						1		MON
TUES	1					2			1 BANK HOLIDAY			2		TUES
WEDS	2			1		3 MDSG			2			3	1	WEDS
THUR	3			2		4	1 Member Development		3			4 DMC	2 ELECTION	THUR
FRI	4	1		3		5	2		4	1	1	5	3	FRI
SAT	5	2		4	1	6	3	1	5	2	2	6	4	SAT
SUN	6	3	1	5	2	7	4	2	6	3	3	7	5	SUN
MON	7 BANK HOLIDAY	4 JNC	2	6	3	8	5	3 JNC	7	4	4 JNC	8	6 BANK HOLIDAY	MON
TUES	8	5 Call-in contingency	3	7	4 Health in Dacorum	9 F&R OSC	6 F&R OSC	4 Joint Budget	8 F&R OSC	5 Joint Budget	5 Call-in contingency	9	7	TUES
WEDS	9	6 MDSG	4 H&C OSC	8	5 H&C OSC	10 H&C OSC	7 H&C OSC	5 MDSG	9	6 Audit	6 H&C OSC	10	8	WEDS
THUR	10	7	5 DMC	9	6 DMC	11 Call-in contingency	8 DMC	6 Standards	10 DMC	7	7	11	9	THUR
FRI	11	8	6	10	7	12	9	7	11	8	8	12	10	FRI
SAT	12	9	7	11	8	13	10	8	12	9	9	13	11	SAT
SUN	13	10	8	12	9	14	11	9	13	10	10	14	12	SUN
MON	14	11	9	13	10	15	12	10	14	11	11	15	13	MON
TUES	15 Group meetings	12 F&R OSC	10 Group meetings	14	11 F&R OSC	16 Cabinet Licensing	13 Cabinet Licensing	11 Cabinet Licensing	15 Group meetings	12 Cabinet	12 SPAE OSC	16 Group meetings	14 Group meetings	TUES
WEDS	16 Annual Council	13 H&C OSC	11 Council	15	12 Audit	17	14	12 Health in Dacorum	16 Council	13	13 MDSG	17 Council	15 Annual Council	WEDS
THUR	17	14 DMC	12	16 DMC	13 Member Development	18 DMC	15	13 DMC	17	14	14 DMC	18	16	THUR
FRI	18	15	13	17	14	19	16	14	18	15	15	19 BANK HOLIDAY	17	FRI
SAT	19	16	14	18	15	20	17	15	19	16	16	20	18	SAT
SUN	20	17	15	19	16	21	18	16	20	17	17	21	19	SUN
MON	21	18	16	20	17 JNC	22	19	17	21	18	18	22 BANK HOLIDAY	20	MON
TUES	22 Cabinet Licensing	19 SPAE OSC	17 F&R OSC	21 Licensing	18 Cabinet Licensing	23 SPAE OSC	20 SPAE OSC	18 Call-in contingency	22 SPAE OSC	19 Group meetings	19 Cabinet Licensing	23 Cabinet Licensing	21 Cabinet Licensing	TUES
WEDS	23 DCSP	20 Health in Dacorum	18	22	19 SPAE OSC	24 DCSP	21 Audit	19	23 H&C OSC	20 Council	20 Health in Dacorum	24	22 DCSP	WEDS
THUR	24 DMC	21 Standards	19 Member Development	23	20 Standards	25	22	20	24 Member Development	21 DMC	21 Standards	25 DMC	23 DMC	THUR
FRI	25	22	20	24	21	26	23	21	25	22	22	26	24	FRI
SAT	26	23	21	25	22	27	24	22	26	23	23	27	25	SAT
SUN	27	24	22	26	23	28	25	23	27	24	24	28	26	SUN
MON	28 BANK HOLIDAY	25	23	27 BANK HOLIDAY	24	29	26	24	28	25	25	29	27 BANK HOLIDAY	MON
TUES	29	26 Cabinet Licensing	24 SPAE OSC	28	25 Group meetings	30	27 Group meetings	25 CHRISTMAS DAY	29 Cabinet Licensing	26 Licensing	26 F&R OSC	30	28	TUES
WEDS	30 Audit	27	25 Audit	29	26 Council	31	28 Council	26 BOXING DAY	30	27	27 Audit		29	WEDS
THUR	31	28 Member Development	26 DMC	30	27 DMC		29 DMC	27	31 DMC	28 Member Development	28 Member Development		30	THUR
FRI		29	27	31	28		30	28			29		31	FRI
SAT		30	28		29			29			30			SAT
SUN			29		30			30			31			SUN
MON			30					31						MON
TUES			31 Cabinet Licensing											TUES

**DCSP** = Dacorum Community Safety Partnership  
**JNC** = Joint Negotiating Committee  
**DMC** = Development Management Committee

**H & C OSC** = Housing & Community Overview & Scrutiny Committee  
**SPAE OSC** = Strategic Planning & Environment Overview & Scrutiny Committee  
**F & R OSC** = Finance & Resources Overview & Scrutiny Committee

School holiday dates are shaded